

Safety Training Collaboration Plan Training Self-Assessment



Performed in Collaboration with the National Institute of
Environmental Health Sciences (NIEHS) and the U.S.
Department of Energy Offices of Health, Safety and Security
(HSS), Oak Ridge Office (ORO), Y-12 Site Office (YSO), and
the Savannah River Office (SRO)

1.0 INTRODUCTION

The U.S. Department of Energy's Office of Health, Safety and Security (HSS) and the U.S. Department of Health and Human Services, National Institute of Environmental Health Sciences (NIEHS) signed a memorandum of understanding on February 4, 2009, in an expanded effort to communicate and improve relationships with those elements that train, manage, and represent the DOE workforce and to improve the safety culture at DOE sites. The objective of this collaboration is to seek areas/topics where HSS, the NIEHS, and NIEHS grantees can collaborate with site programs to enhance the safety of site operations through training. The National Training Center (NTC), within HSS, will be the lead for HSS. In addition to the HSS-NTC, a representative, designated by site federal management, will be included as one of the collaborators.

Goal

The focus of this effort will be on health and safety training to meet the requirements of Title 10 CFR Part 851, Worker Healthy and Safety Program Rule. To this end, the collaborators will conduct a self-assessment in order to identify training gaps that may exist in the NTC/site/union/etc. training that is available to site workers.

Objectives

Through a collaborative process, the safety training self-assessment will attempt to address the following objectives:

- Current safety training programs at each location (local providers)
- Specific safety training (including specialty training) currently offered or planned
- Safety training needs
- Current collaborations
- Concerns, impediments, and/or barriers to providing effective safety training
- Reasons and/or factors that contribute to effective safety training
- Frequency and instances of duplicative or redundant training courses
- Content consistency between the same or similar safety training courses
- Lessons learned and any notable trends regarding safety training
- Site initiatives for increasing training efficiencies (i.e. integrating courses, reducing costs, and increasing effectiveness)

Outcomes

Expected outcomes from the safety training self-assessments include:

- Strengthening the safety of site operations
- Enhancing the quality and efficiency of safety training programs
- Reducing the redundancy/duplication of safety training

2.0 SCOPE AND APPROACH

The self-assessments will be conducted in a workshop format at each site, generally planned for no more than 1 ½ days, with representation from DOE, contractors, and union worker trainers.

The NTC, within HSS, will serve as the facilitator among the collaborators and their stakeholder organizations. Results from each self-assessment will be compiled in a draft report, vetted and distributed to participants for accuracy, and subsequently finalized. Once the report is final, the self-assessment team will provide to each site presentations summarizing the results, and if applicable, recommendations and future actions.

Communication before, during, and after the self-assessment is a key to enhancing the effectiveness and efficiency of health and safety training. Pre-planning meetings will include representatives from the DOE, contractors, and union organizations. Data that may be used during both the pre-planning sessions and the workshops include DOE Occurrence Reporting and Processing System (ORPS), the Computerized Accident/Incident Report and Recordkeeping System (CAIRS), other HSS and NIEHS data sources and site documents.

3.0 SCHEDULE

Oak Ridge Office:

June, 2009: Conduct data analysis and finalize “areas of discussion” points for facilitated breakout sessions.

July 21(½ day) - 22, 2009: Conduct collaborative facilitated sessions (DOE, ORO-contractors, union representatives/worker trainers).

August, 2009: Develop report with collaborative group recommendations.

September, 2009: In collaboration with ORO site managers, NIEHS and HSS, develop path forward for enhancements to ORO health and safety training.

Savannah River Office:

November, 2009: Conduct data analysis and develop “areas of discussion” points for facilitated breakout sessions.

December, 2010: Conduct collaborative facilitated sessions (DOE, SRO-Prime contractors, union representatives).

January, 2010: Develop report with collaborative group recommendations.

February, 2010: In collaboration with SRO site managers, NIEHS and HSS, develop path forward for enhancements to SRO health and safety training.

4.0 AREAS OF DISCUSSION

- Current major safety training programs at each location (local providers).
 - What are the current major safety training programs at your site?
 - What are the most pressing safety training courses needed?
 - How and by whom are the requirements determined to be applicable to the site?
 - Is the determination process working?

*Discuss possible resolutions/actions for these items

- Specific safety training (including specialty training) currently offered or planned.
 - What are the specific safety training courses conducted at the site?
 - What are the specialty training courses?
 - Who conducts the training? Fed/contractor/union instructors?
 - Are instructor's qualifications sufficient (instructional and technical)?
 - Who monitors the conduct to ensure it meets the stated needs?
 - What budgetary or organizational restrictions exist?

*Discuss possible resolutions/actions for these items

- Safety training needs at each site sampled.
 - How are safety training needs determined? Are these in addition to the regulatory requirements?
 - Who are involved in this determination?
 - How are differences in stakeholder training needs addressed?
 - How do needs get reconciled with budgetary or other restrictions?
 - What is the process by which a need is translated into a training course?

*Discuss possible resolutions/actions for these items

- Current collaborations between/among the principals.
 - Who are the principals?
 - What are their working relationships?
 - How often do they meet or communicate?
 - Are the collaborations for safety training only or are there other organizational issues that need to be addressed?

*Discuss possible resolutions/actions for these items

- Concerns or impediments to providing effective safety training.
 - What constitutes effective safety training?
 - What are the issues or concerns that have an impact on conducting effective safety training?
 - How are the issues raised and by whom?
 - What is the resolution or corrective action process?
 - Are there workarounds for some of the concerns?

*Discuss possible resolutions/actions for these items

- Reasons and factors that contribute to successful and effective safety training.
 - What constitutes successful and effective safety training?
 - Are pre- and post-training evaluations conducted?
 - How is feedback from the trainees solicited and analyzed?
 - What some of the actions taken as a result of the feedback? Examples?

*Discuss possible resolutions/actions for these items

- Frequency and instance of duplicate or redundant training courses.
 - Are new or transferred trainees' training history accounted for?
 - Are trainees allowed to test out of a course?
 - What are trainees telling the site regarding the duplication or redundancy of the training?
 - What are some instances?

*Discuss possible resolutions/actions for these items

- Content of the same or similar safety training courses offered at the DOE sites.
 - Do sites share courses?
 - How are courses in the DOE catalog (e.g., in the OLC catalog) reviewed for use or bringing on-site?
 - Does the site organization responsible for purchasing or identifying training for use review the catalogs or search the internet for applicable vendors?
 - How is the selection of vendor and course made? How are the identified training needs that are to be fulfilled assured to be fulfilled by the selected course?

*Discuss possible resolutions/actions for these items

- Lessons learned and any trending with regard to the sites' safety training.
 - Are lessons learned collected and disseminated? If so, by whom and what process?
 - How are lessons learned or feedback from the trainees factored into the next offering of the same course? Examples? In similar courses?
 - What training data does the site organization collect and trend?
 - How is this trending presented to the organization? As a metric?
 - What management actions are taken as result of lessons learned and of trending?

*Discuss possible resolutions/actions for these items

- Site initiatives for integrating, reducing costs, and increasing effectiveness of safety training.
 - What are these initiatives?
 - Who are the principals?
 - Are the initiatives site-specific or performed across sites?
 - What have been the results of these initiatives?
 - Who and what have benefitted from these initiatives?

*Discuss possible resolutions/actions for these items

5.0 REFERENCES

The following list of references is not inclusive. These references and others will be used in gaining background and perspective in order to develop lines of inquiries.

- Occurrence Report and Processing System
- Computerized Accident/Incident Reporting and Recordkeeping System
- HSS data sources – NTC training needs assessment, Independent Oversight reports, corporate safety analysis and performance measures, enforcement actions, etc.
- NIEHS databases
- DOE Voluntary Protection Program which promotes safety and health excellence through cooperate efforts among labor, management, and government at DOE contractor sites
- DOE P 450. 4, Safety Management System Policy: "The Department and Contractors must systematically integrate safety into management and work practices at all levels so that missions are accomplished while protecting the public, the worker, and the environment. This is to be accomplished through effective integration of safety management into all facets of work planning and execution."

6.0 PRELIMINARY LIST OF ATTENDEES

- National Training Center (staff and support)
- Worker trainers
- Union safety stewards
- Federal training staff
- Federal safety and health staff
- Contactor safety training instructors
- Contractor safety and health staff

7.0 TEAM COMPOSITION

- Federal site training representative
- Contractor site training representatives
- NTC representative(s)
- NIEHS representative(s)